

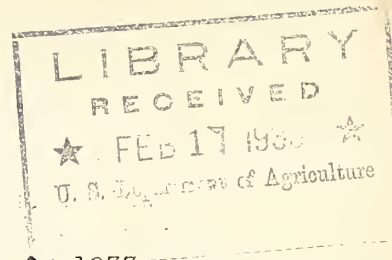
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UNITED STATES DEPARTMENT OF AGRICULTURE  
Bureau of Biological Survey  
Washington, D. C.



February 9, 1933.

Instructions relative to resubmission of suspended items of automobile mileage where departure from and return to official station were between 8 a.m. and 6 p.m. of the same day, and on allied subjects..

Attention is called to Bureau Memorandum Bi-1197, of March 21, 1932, and to items of automobile mileage involving travel by personally owned car where departure from and return to official station were between 8 a.m. and 6 p.m. of the same day which have in accordance with that memorandum, been suspended by the bureau's office of accounts from employees' expense vouchers. In the memorandum in question employees were instructed not to resubmit in the regular way suspended items of the kind indicated, but to withhold them until a change in the Comptroller General's ruling on the subject would warrant such resubmission.

By decision dated October 25, 1932 (A-44782) the Comptroller General removed the prohibition against allowance of items of mileage involving use of personally owned automobile in official travel where departure from and return to official station were between the hours of 8 a.m. and 6 p.m. of the same day (see Bureau Memorandum Bi-1244, of December 30, and especially the first paragraph of Dr. Stockberger's memorandum thereto attached).

Accordingly, any employee who has had items of automobile mileage of the character above referred to suspended from his expense accounts may now resubmit them. Procedure should be as follows:

All suspended items of this kind should be included in one expense voucher (form 1012). Use a separate form--do not resubmit in regular expense account for any month. Begin enumeration of items (on second page of form 1012) by statement reading as follows: "Items of automobile mileage involving official travel by personally owned car where departure from and return to my official station were between 8 a.m. and 6 p.m. of the same day, heretofore suspended from my monthly expense accounts and now resubmitted in accordance with decision of the Comptroller General of October 25, 1932 (A-44782), only mileage outside of my official station being claimed in accordance with Comptroller General's decision of November 23, 1932 (A-45611)." Following this statement items resubmitted should be listed in chronological order by months, deduction representing mileage within city limits of official station (mileage from home or office to city limits and from city limits to home or office) being made from each such item. For example, suppose there had been suspended by the bureau's office of accounts from an employee's expense accounts for the months of March and April, 1932, trips by personally owned automobile used on a mileage basis where departure from and return to official station were between 8 a.m. and 6 p.m. of the same day as follows: March 3,

60 miles at 5¢ per mile, \$3.00, and March 31, 20 miles at 5¢ per mile, \$1.00; April 10, 50 miles at 5¢ per mile \$2.50, and April 23, 36 miles at 5¢ per mile, \$1.80. In such a case, after making statement above indicated, enumeration of items, etc., may be made as follows:

| <u>March, 1932, expense account</u>                                | Suspended  | Now<br>Claimed |
|--|------------|----------------|
| March 3--60 miles at 5¢  | \$3.00     |                |
| Less mileage within city limits of official station, 4 miles at 5¢ | <u>.20</u> | \$2.80         |
| March 31--20 miles at 5¢   | 1.00       |                |
| Less mileage within city limits of official station, 2 miles at 5¢ | <u>.10</u> | .90            |
| <u>April, 1932, expense account</u>                                |            |                |
| April 10--50 miles at 5¢   | 2.50       |                |
| Less mileage within city limits of official station 3 miles at 5¢  | <u>.15</u> | 2.35           |
| April 23--36 miles at 5¢   | 1.80       |                |
| Less mileage within city limits of official station 4 miles at 5¢  | <u>.20</u> | <u>1.60</u>    |
| Total mileage resubmitted  |            | \$7.65         |

I certify mileage within city limits of my official station, in traveling from home or office to city limits and from city limits to home or office was as stated above for each trip involved."

(S) John Doe  
U. S. Game Protector.

If, in any case, as for example, when home of employee where travel began and ended in each trip is beyond and on such side of official station, or where official station is merely a post office or very small town, no mileage within city limits of official station is included in suspended items, such items should be resubmitted, listed otherwise as above indicated but without deductions. In such a case, certificate may read: "I certify that no mileage within the city limits of my official station is included in the above resubmitted items."

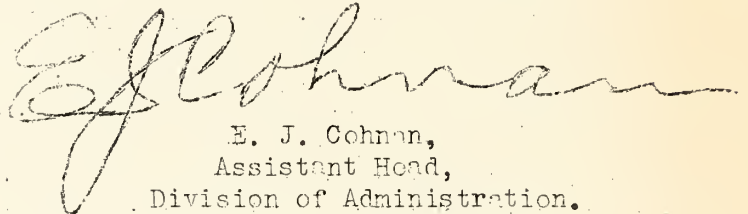
The resubmitted items must be supported by the original letter or letters of suspension applicable thereto. The expense voucher covering the resubmitted items should, as regards the first page of such voucher (form 1012) be prepared in the usual way and should be sworn to unless such voucher consists entirely of resubmitted items in exactly the same amount, etc., as the suspended items, that is, if there was no mileage within city limits of official station involved in the suspended items.

If any employee who performed official travel in personally owned automobile involving trips where departure from and return to official station were between 8 a.m. and 6 p.m. of the same day, has, in view of the provisions of Bureau Memorandum Bi-1197, withheld vouchering the items in question, he may now do so. In submitting such items, covering voucher should contain the explanation that they were omitted from regular monthly expense vouchers because of the Comptroller General's prohibition against their allowance, but are now submitted in accordance with Comptroller General's decision of October 25, 1932 (A-44782). A voucher of this kind must cover only mileage outside of official station, and be supported by mileage statement (form 22) to the regular certificate at the bottom of such form being added "I further certify that in each instance of above travel, mileage is claimed only from or to the corporate limits of my official station." All trips as covered by voucher should be listed on form 22 in chronological order without regard to month, that is, only one mileage statement is required although trips involving several months are included. On form 22 or in accompanying memorandum should appear a statement justifying use of automobile, that is, a showing that trips were to points not accessible by common carrier, or why it was cheaper and to the advantage of the Government to use automobile in preference to common carrier, if latter was available.

For some time previous to receipt in the bureau of notice of the decisions of the Comptroller General of October 25, and November 23, 1932, suspensions by the General Accounting Office of automobile mileage at what was called "substantially post of duty," had become so numerous and drastic, in some cases involving distances of 70 miles or more away from official station and in some instances even trips covering more than a days' absence from official station, that the bureau found it necessary because of doubt as regards automobile mileage items to send many expense accounts to the General Accounting Office for what is called "pre-audit" before payment, that is, audit and indication by that office of items approved by it for payment. Approval for payment of automobile mileage was refused by the General Accounting Office in a number of these cases, because such mileage was incurred at "substantially post of duty," etc., and each employee concerned was notified of this fact, original "Pre-audit Statement" in the case being sent him. Any case of this kind may now be re-submitted, if that action has not already been taken (in some instances items of automobile mileage the payment of which was refused on pre-audit by the General Accounting have been resubmitted on an actual expense of operation (reimbursement for gasoline and oil bought) basis, and in any case where claim on such basis has been submitted and allowed no further action in the matter can be taken). In case of items of automobile mileage covered by Pre-Audit Statement now resubmitted, procedure should be somewhat the same as indicated above under suspended items, except that the items as covered by each Pre-Audit Statement should be resubmitted in a separate voucher, supported by the original Pre-Audit Statement, by form 22 (Mileage Statement) covering the items of automobile mileage involved, and statement justifying use of personally owned automobile on a mileage

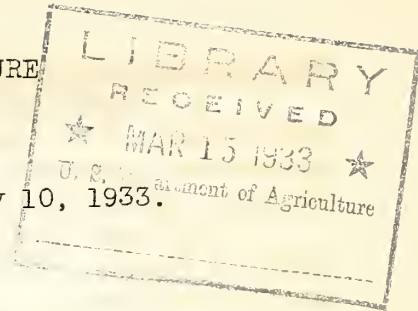


basis. Note, mileage claimed for each trip involving departure from and/or return to official station must cover only mileage outside city limits of such official station, and certificate of form 22 as printed must have added to it the statement: "I further certify that in each instance of above travel there departure from or return to official station is involved; mileage is claimed only from or to the corporate limits of such official station." Any employee having items of automobile mileage covered by a Pro-Audit Statement to resubmit who desires more specific instruction for resubmission than that given above will be furnished therewith upon request to this office.

  
E. J. Cohnan,  
Assistant Head,  
Division of Administration.

UNITED STATES DEPARTMENT OF AGRICULTURE  
Bureau of Biological Survey  
Washington, D. C.

February 10, 1933.



Memorandum on  
Motor Transportation Accidents  
and  
Claims for Private Property Lost or Damaged;  
also supplemental information and instructions pertaining to government  
owned motor vehicles.

This memorandum is issued for the instruction and guidance of drivers of government-owned automobiles and of Superior and Investigating officers, and deals with procedure to be followed in connection with motor transportation accidents and claims for private property lost or damaged, and contains other supplemental informational matter. All bureau employees operating government automobiles should familiarize themselves with the material contained herein as well as with paragraph 59.1 (amended) and paragraph 59.2 (new) of the Fiscal Regulations of the Department, copies of which paragraphs are incorporated at the end of this memorandum.

The terms "Superior officer" and "Investigating officer" as used herein are more or less interchangeable since in many cases the superior officer will be the investigating officer, as is contemplated by paragraph 59.2 of the Fiscal Regulations.

MOTOR TRANSPORTATION ACCIDENTS.

What the driver must do:

1. At all times carry several copies of Standard Form No. 26 - Driver's Report - for the purpose of making his direct report of the accident to his superior officer. Familiarize himself with the contents of Standard Form No. 26.
2. The first requirement when an accident occurs is to secure the names, addresses and statements of witnesses (or the principal witnesses if there are many). It is usually difficult to secure authentic statements from witnesses at a later date.
3. The Driver's Report - on Standard Form No. 26 - together with the statements of witnesses, should be immediately presented to the driver's official superior.
4. If it is evident that the Department has a claim as a result of an accident the driver should at once have the damage to the Department property appraised by a Government garage, a qualified Department representative, or a reliable repair firm. If the party responsible for damage to a Government vehicle agrees to pay the cost of repairs or replacements negotiations should be instituted immediately by the driver to effect such a settlement. The appraisal of damage, or settlement effected, should be promptly reported by the driver to his official superior, preferably in writing.

What Superior Officer must do:

1. Familiarize himself with the Department Regulations relating to property damage, the requirements of Standard Forms 26, 27 and 28, as well as the instructions contained in this memorandum, and keep a supply of the Standard Forms always on hand.
2. See that each driver carries several copies of Standard Form 26 - Driver's Report - with him and is familiar with the duties required of him in case of accident.
3. When Standard Form No. 26 - Driver's Report of Accident - is received, Standard Form 27 - Official Superior's Report - should be prepared in accordance with the directions on that form. In addition to showing the position of the cars before and after the accident on the diagram on Standard Forms 26 and 27 it is also important to include the width of the road, street or intersection.
4. If the owner of private property damaged in a motor transportation accident clearly due to negligence of a Department employee acting within the scope of his official employment is disposed to make claim he should be furnished with Standard Form 28 and advised that unless claim is presented within one year from the date of the accident it is uncollectible. In this connection care should be exercised to avoid inviting unwarranted claims, by unnecessary correspondence or presentation of a claim form when the employee is plainly not negligent, and thus lead those concerned to believe submission of a claim is compulsory or at least necessary to their defense when liability is in controversy.
5. The Superior Officer should insist that all reports be submitted to him and his report should be made to the Washington office at the earliest possible date.
6. Storage charges on damaged Department cars must be curtailed to a minimum. As delay in making repairs accomplishes nothing in the adjustment of damages, but deprives the Department of the use of its equipment, such repairs should be made as soon as possible and payment therefor effected promptly. The contract for such work is between the Department and the repair firm and the credit standing of the Department will be maintained by prompt settlement of repair bills.

Personal Injuries:

To employees: Their claims should be handled under the Federal Compensation Act --

To non-employees: While the standard forms provide for reports on personal injuries this information is required only as a matter of record. Under present legislation there is no liability on the part of the Government for personal injuries to a non-employee due to negligent operation of a Government-owned vehicle. However, an employee of the Government is legally liable for negligence in driving a Government vehicle in the course of his official employment.

PRIVATE PROPERTY LOST OR DAMAGED.

All claims against the Department for damage to private property are based on the provisions of the Act of December 22, 1933, known as the Small Claims Act. The high points of this Act are:

- a. Heads of Government departments are authorized to determine claims not exceeding \$1,000.
- b. Damage must be shown to be due to negligence of a Government employee.
- c. This Act is limited to property damage and does not cover personal injuries.



What Investigating Officer or Superior Officer must do in case of property loss or damage.

1. Have claimant submit claim promptly on Department Form No. 24 - Claim for Loss of or Damage to Private Property; or on Standard Form 28 - in motor transportation accidents, if it is found he has a valid claim and wishes to enforce it.
2. Report to Washington office whether the Department employee was negligent, with full statement of circumstances.
3. Indicate whether employee was acting within the scope of his official employment when the alleged damage occurred.
4. Have the damage appraised and the estimate of the employee, Government garage, or other source, authenticated.
5. State what is considered a reasonable amount to be paid if the claim is allowed, the recommendation to be based on the actual cost to place the damaged property in the same condition as prior to the particular accident; or, when it is found impracticable to repair an old car, its actual value at the time of the accident. In the latter case the amount will necessarily be reduced by the salvage value or any sums realized by sale of parts by a Board of Survey under the provisions of Paragraphs 212 and 220 of the Department Regulations.
6. When repairs have been made to damaged property receipted bills of repair firms, or authenticated itemized statement or estimate of the Government garage, should be submitted.
7. All reports and recommendations, including transmitting letters, should be forwarded to the Washington office, at the earliest possible date. When reports of a motor transportation accident, or loss or damage to private property are forwarded in accordance with the regulations a definite statement by the project leader must be included summarizing the facts in connection with each particular case and recommending whether or not the claim should be paid.
8. One of the important requirements to determine the rights of a claimant, or defend a Department employee against charges of negligence is to include in the report an extract from the local regulations governing traffic at the place of the accident, or, if impracticable to secure such regulations, a statement specifying speed limits and the rights of both drivers under the circumstances.

FORMS.

The following necessary forms, supplies of which will be furnished promptly on request to the Washington office, should be kept on hand for use whenever needed:

Standard Form No. 26 - Driver's Report - Accident - Motor Transportation.

Standard Form No. 27 - Investigating Officer's Report - Accident - Motor Transportation.

Standard Form No. 28 - Claim for Damages - Accident - Motor Transportation.

Department Form No. 24 - Claim for Loss of or Damage to Private Property, other than motor transportation accidents.

SUPPLEMENTAL INFORMATION MOSTLY OF A PRECAUTIONARY  
NATURE RESULTING FROM THE EXPERIENCE OF OTHERS

Do not overload trucks. A Government truck should not be loaded in such a manner as to obstruct the rear view of the driver. Even when equipped with a rear view mirror, a truck should not be loaded in such a manner as to require the

driver to lean out of the cab to see to the rear. Reports have consistently indicated that an arrangement of mirrors appropriate to a particular type of vehicle has prevented damage by affording an adequate rear and side view to the driver.

Do not park illegally. When a Government truck is in an illegal position, or without lights to warn approaching traffic of its presence, the driver may, if a death results, be indicted for manslaughter as well as sued in a civil action for damages.

Compromise settlements should not be made in the field. It frequently happens that private parties or insurance companies propose settlements which do not represent payment of damage to Government property in full. Before such settlements may be accepted formal approval must be secured from the Department of Justice through the Secretary's Office. It is necessary, therefore, that checks or drafts in payment of damage to Government property cover payment in full or the proposal be submitted to the Washington office for consideration before a final adjustment is effected. In this connection the following recent decisions are of interest:

"Where there is a clear liability of the amount of the Government's damage it is not apparent why a lesser amount offered in compromise should be accepted on the sole ground that the amount involved does not warrant prosecution. When a person or corporation is clearly indebted to the Government and a judgment collectible the full amount should be collected regardless of what it may cost. The practice of permitting persons and particularly corporations to settle their just indebtedness to the Government on a fifty per cent basis merely to avoid the expense and trouble of prosecution should not be sanctioned. It is believed to be advantageous to the Government in the long run to prosecute such cases even if only a small amount is involved regardless of the cost of litigation.

"Where the facts of record definitely disclose the liability of a person for damages to Government property as a result of an automobile accident, a possible doubt as to whether a court or jury would regard the evidence which the Government will be able to adduce at the trial as sufficient to establish such liability does not justify acceptance under the provisions of Section 409, Revised Stats. as amended, of an offer in compromise made by the insurance company on a fifty per cent basis, (Comp. Gen. A-9100, June 23, 1931)"

Subrogation of insurance companies denied. The right of insurance companies to be subrogated for a policy-holder and make claim against the Department for damage to private property by reason of payments made under an insurance policy has been consistently denied by Government officials. The following quotations from recent decisions are self-explanatory in this respect:



"It has been the consistent construction of the Federal departments of the Damage Claims Act of December 28, 1922, that it excludes Federal payment where damage has been met by an insurer." (P. Q. 397, Fern Templin)

"There is no contractual liability between the Government and the insurer who has paid the claim, nor privity of contract, nor is the Government responsible for the torts of its agents other than as stated in the Act of December 28, 1922.

"The word 'claimant' has been construed to mean the person who actually sustained the damage and not someone who has insured him against damage and when the claimant has been made whole there is nothing further any Government officer may do in regard to such claims.

"The Solicitor finds no warrant in the mutual character of an insurance company for a deviation from the established practice as to subrogations, which has been uniformly followed by the departments of the Government in respect to damage claims." (State Farm Mutual Auto Ins. Co., J. M. Barron, P. Q. 551)

"It would be inconsistent with this policy and with the rulings of the Comptroller General of the United States in analogous cases to bring within the benefits of the Act an insurer whose damage is incidental to the risks assumed in the regular course of business." (P. Q. 391, F. L. Hastings)

Releases; Warnings against: Drafts, checks and forms of insurance companies should not include language purporting to release liability for personal injuries sustained by a Department employee. In claims for compensation under the Federal Employees' Compensation Act, the U. S. Employees' Compensation Commission may recoup from a responsible party for costs of treatment and payments of compensation to an injured employee. It is, therefore, necessary that claims for damage to Department property and those for personal injuries of employees be kept entirely separate, the former to be handled strictly in accordance with the procedure outlined in this memorandum and the latter presented for consideration by the U. S. Employees' Compensation Commission.

To emphasize the importance of this requirement, drafts have been presented in recent cases in payment of property damage which included printed matter releasing the insurance company and their policyholders from any liability whatever for personal injuries. In one case the Department employee at the time had pending before the Commission a valid claim against third parties for injuries sustained in the same accident which, if signed by a Department representative, might have been used to hinder recourse by the Commission for reimbursement of expenditures made to and on behalf of the injured employee and proved embarrassing to the Department.

What is the responsibility of a driver, and what protection does the Government give him?

The driver of a Government-owned vehicle is personally liable and may be

sued for any damage to personal property caused by reason of his negligent operation, as well as for injuries to individuals. The only protection afforded him by the Government is by the provisions of the Act of December 28, 1922, (42 Stat. L. 1063) authorizing the heads of the Departments to consider, ascertain, adjust and determine any claim on account of damages to, or loss of privately-owned property, where the amount does not exceed \$1,000, caused by negligence of any officer or employee of the Government acting within the scope of his employment. It will be noted this Act is limited to damages to privately-owned property and does not extend to personal injury. The owner of the property damaged could elect to sue the employee personally in lieu of filing claim under this Act.

What is the responsibility of a Supervisor who specifically instructs the driver as to the latter's work?

In the case of Robertson vs. Sichel, 127 U. S. 507, 515, 516, the court states:

"\*\*\*A Public Officer or agent is not responsible for the misfeasance or positive wrongs, or for the non-feasances or negligences, or omissions of duty, of the sub-agents or servants or other persons properly employed by or under him, in the discharge of his official duties. Story on Agency, Sec. 319.\*\*\*"

With regard to the responsibility of the driver's supervisor who may have specifically instructed him to do his work, assuming that such supervisor does not actually participate in the doing of the unlawful act, there is no liability whatsoever and this is true whether or not the driver is negligent.

Department Group Insurance available to drivers of Government automobiles.

The following recent communication from the underwriters of the Department of Agriculture Group Insurance Policy for its employees operating government owned cars, is quoted for the benefit of new employees or those who may recently have become interested in the group insurance offered:

Group Insurance for Department Motor Vehicles with  
Ralph W. Lee and Company

Ralph W. Lee and Company advise that their group insurance rates for the year beginning November 1, 1932 will be \$8.00 for personal injury damage up to \$5,000 for one and \$10,000 for two or more persons, and for property damage up to \$5,000. For personal injury up to \$20,000 for one person and \$20,000 for two or more persons and property damage up to \$5,000 the charge is \$9.20. The latter represents an increase in the protection for personal injury for one person from \$10,000 to \$20,000 without a change in the premium.

This insurance is purely personal. No particular car is covered. The protection runs with operation of Government-owned cars, or cars assigned to Government use. It does not extend to privately owned cars operated on a mileage basis.



The group policy terminates November 1, 1933, in all cases, and there is no reduction in premium to those who buy insurance after November 1, 1932.

It is important to note that checks in payment of premiums should be sent direct to Ralph W. Lee and Company, 1508 L Street, Northwest, Washington, D.C. With check should be letter of advice giving remitter's permanent address, with name either typed or so printed as to be completely legible. Receipts for remittances will be forwarded by the insurer.

In the future all announcements with regard to this insurance will be issued by the underwriters and it is therefore of particular importance that insured furnish permanent addresses as requested in the previous paragraph.

RALPH W. LEE & COMPANY

By I. A. Payne

#### Marking Government-owned vehicles

Paragraph 724 of the Administrative Regulations of the Department requires that all government-owned automobiles shall at all times be conspicuously marked on both sides and prescribes the style and form of such marking. All bureau cars should be marked in conformity therewith unless for special reasons an exception has been made to the rule by the Director of Personnel and Business Administration of the Department. Because of the necessity of traveling incognito much of the time government cars operated by U. S. Game Protectors have been exempted from the application of this rule. Decalcomania transfer sets for marking all bureau automobiles have been provided and are obtainable upon requisition to the Washington office. The Property Clerk will see that decalcomania sets are sent for the marking of all newly purchased government cars.

#### License Plates for Department-owned motor vehicles

Paragraph 725 of the Administrative Regulations requires that Standard Department of Agriculture license plates be used on all Department cars headquartered outside the District of Columbia to the exclusion of any other form of license plate except as may hereafter be specifically authorized by the Director of Personnel and Business Administration. (See P.B.A. Circular No. 211 of September 9, 1932, particularly Section (b) regarding procedure in handling and accounting for these plates). The Property Clerk will see that plates are furnished for all newly purchased cars where old cars are not turned in on exchange. All replacements of license plates should be handled through requisition to this bureau on form No. 14 and old plates to be replaced should be forwarded to bureau property office in accordance with instructions in P.B.A. Circular 211. It is important to advise the Property Clerk of the engine and chassis number of car on which license plates are to be used.

W. C. Henderson  
W. C. Henderson

Acting Chief of Bureau.

NOTE: The instructions and supplemental information contained herein were largely taken from memorandum compiled by the Plant Quarantine and Control Administration which was published in part in the Administrative Bulletin of April, 1932.

August 2, 1927.

Amendment of the Fiscal Regulations

Paragraph 59.1 of the fiscal regulations is amended and a new paragraph added to the fiscal group as follows:

59.1 - CLAIMS FOR PRIVATE PROPERTY LOST OR DAMAGED THROUGH NEGLIGENCE OF EMPLOYEE. -- Claims under the act of December 28, 1922 (42 Stat., 1066), where damage results from the operation of a Government-owned motor vehicle, will be submitted on Budget Standard Form No. 28; otherwise on a departmental form. Every paper constituting a claim, whether on a form or otherwise, should be plainly stamped with the date of its receipt. Where initially received in a bureau claim should be transmitted to the director of personnel and business administration with accompanying bureau report. In the case of motor transportation accident this will consist in the investigating officer's report, Budget Standard Form No. 27 -- see paragraph 59.2. In other cases the report should cover fully the facts, include the names and addresses of all witnesses or of the principal witnesses if there were a large number, together with the name of the Government officer by whom the damage was viewed, and, if possible, appraised, and should state whether the employee whose negligence is alleged was acting within the scope of his duty. In transmitting the report the chief of bureau should submit recommendation as to the allowance of the claim, and if such recommendation is affirmative should state whether the negligent employee has been disciplined or whether such action is contemplated, and in the negative event the reason for the omission. Claims received initially in the Secretary's Office will be transmitted to the proper bureaus for investigation and report. Before final consideration all damage claims under the act above will be reviewed by the solicitor of the department, whose opinion thereon will form part of the file upon which the Secretary acts. (Laws 1000.1)

59.2 - MOTOR TRANSPORTATION ACCIDENT. -- Employees who drive Government-owned motor vehicles should be provided with forms for reporting motor transportation accidents (Budget Standard Form No. 26). In case of accident in the field the driver's report should be promptly submitted to his local superior officer; in Washington, to the administrative officer of the bureau. The officer to whom the driver's report is submitted should either personally investigate or designate an employee of the department (not the driver) to investigate the accident. The resulting investigating officer's report (Budget Standard Form No. 27) should be forwarded to the chief of bureau.



UNITED STATES DEPARTMENT OF AGRICULTURE  
Bureau of Biological Survey  
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U. S. Department of Agriculture

February 23, 1933.

Memorandum to Operators of Government-owned Automobiles

With the large number of government automobiles now in use in the bureau purchases of tire chains have become a considerable item of expense. Such purchases should, of course, be made at lowest prices obtainable. In memorandum from this office of April 1, 1930, attention was called to the large discount from list prices obtainable through purchase of tire chains from the Government contract. Conditions have changed somewhat since then in that there has been a considerable reduction in prices charged for chains by various dealers of automobile supplies throughout the country and at these present prices tire chains can in some instances be purchased locally as reasonably as they can be supplied from government contract and delivered to the field station using them. Since the only object of purchasing tire chains from government contract is to save money, where it can be shown that no saving will result thereby purchases can as well be made locally and this is authorized in such cases. It is important, however, in making comparisons of prices to consider chains that are in the same class or grade. On government contract are two grades of chains, regular and double duty. Comparison should not be made of the price of regular or ordinary chains obtainable locally with the cost of a pair of double duty chains on government contract, for the latter will likely give twice the service obtainable from the former and are therefore worth two of the former in actual service.

For your guidance in comparing prices there is given below net prices f.o.b., Washington, D.C., on Pyrene auto chains of the more commonly used sizes now on contract, in both the regular and double duty grades; also the express rates from Washington, D. C., to various field points on one pair of tire chains of the size suitable for Fords and Chevrolets (rate based on a shipping weight of 18 pounds). Information on other sizes can be secured upon request to this office. The prices are as follows:

Net contract prices on Pyrene auto chains

| <u>Regular</u> |       |        | <u>Double duty</u> |       |        |
|----------------|-------|--------|--------------------|-------|--------|
| 4.50 x 20      |       |        | 4.50 x 20          |       |        |
| 4.50 x 21      | #1003 | \$2.25 | 4.50 x 21          | #1403 | \$3.20 |
| 4.75 x 19      | #1099 | 2.36   | 4.75 x 19          | #1499 | 3.20   |
| 4.75 x 20      |       |        | 4.75 x 20          |       |        |
| 4.95 x 20      | #1017 | 2.48   | 4.95 x 20          | #1417 | 3.44   |
| 4.75 x 21      |       |        | 4.75 x 21          |       |        |
| 4.95 x 21      | #1019 | 2.70   | 4.95 x 21          | #1419 | 3.44   |
| 5.00 x 19      |       |        | 5.00 x 19          |       |        |
| 5.25 x 18      | #1082 | 3.04   | 5.25 x 18          | #1482 | 4.05   |
| 5.50 x 18      |       |        | 5.50 x 18          |       |        |

| Regular   |       |      | Double duty |       |      |
|-----------|-------|------|-------------|-------|------|
| 5.25 x 19 |       |      | 5.25 x 19   |       |      |
| 5.00 x 20 | #1022 | 3.04 | 5.00 x 20   | #1422 | 4.05 |
| 5.50 x 19 |       |      | 5.50 x 19   |       |      |
| 5.00 x 21 |       |      | 5.00 x 21   |       |      |
| 5.25 x 20 |       |      | 5.25 x 20   |       |      |
| 5.25 x 21 | #1081 | 3.15 | 5.25 x 21   | #1481 | 4.28 |
| 5.50 x 20 |       |      | 5.50 x 20   |       |      |

Express rates Washington, D. C. to field points listed below on 18 pound shipment auto chains

|                        |      |                         |      |
|------------------------|------|-------------------------|------|
| Amherst, Mass.         | .73  | Mobile, Ala.            | 1.06 |
| A. & M. College, Miss. | 1.05 | New Orleans, La.        | 1.15 |
| Albuquerque, N. Mex.   | 1.78 | Oklahoma City, Okla.    | 1.34 |
| Asheville, N. C.       | .84  | Olympia, Wash.          | 2.42 |
| Berkeley, Calif.       | 2.51 | Ogden, Utah             | 1.93 |
| Billings, Mont.        | 1.74 | Peoria, Ill.            | .95  |
| Boise, Idaho           | 2.16 | Phoenix, Ariz.          | 2.16 |
| Bozeman, Mont.         | 1.82 | Pocatello, Idaho        | 1.97 |
| Brigham, Utah          | 1.97 | Portland, Me.           | .82  |
| Cheyenne, Wyo.         | 1.56 | Portland, Ore.          | 2.46 |
| Columbus, Ohio         | .76  | Raleigh, N. C.          | .71  |
| Denver, Colorado       | 1.59 | Reno, Nev.              | 2.35 |
| Fontana, California    | 2.31 | Sacramento, Calif.      | 2.46 |
| Fort Totten, N. D.     | 1.43 | Salt Lake City, Utah    | 1.93 |
| Gainesville, Fla.      | 1.02 | San Antonio, Tex.       | 1.56 |
| Houston, Tex.          | 1.44 | Savannah, Ga.           | .92  |
| Kansas City, Mo.       | 1.11 | Saratoga Springs, N. Y. | .76  |
| Lafayette, Ind.        | .90  | Socorro, N. M.          | 1.74 |
| Laramie, Wyo.          | 1.59 | Spokane, Wash.          | 2.19 |
| Madison, Wis.          | .97  | St. Louis, Mo.          | .97  |
| Memphis, Tenn.         | 1.06 | Valentine, Nebr.        | 1.38 |
| Mitchell, S. D.        | 1.29 | Winona, Minn.           | 1.05 |

With above figures before you it should be possible in most instances to determine which would be cheaper, government contract chains (figuring net contract price plus express charges) or a similar grade of chain purchased locally. Where it is found that chains can be purchased locally as reasonably as on government contract, and such purchases are made a statement should accompany the voucher to this effect. In cases where emergency purchases of chains become necessary a full statement of the emergency which does not permit of purchase from contract must accompany voucher unless it is true that the same grade of chain can be secured locally as cheaply as on contract, in which event a statement to this effect is sufficient.

There is another method which might be adopted in certain districts to save on the purchase of tire chains and district or other leaders who have several government-owned cars in operation should give careful consideration to this method to determine whether or not it is feasible of adoption. The transportation charges of contract chains can be greatly reduced on bulk shipments going by freight. The minimum rate on freight shipments is 100 pounds and 5 pairs of the smaller chains would amount to about a 100 pound

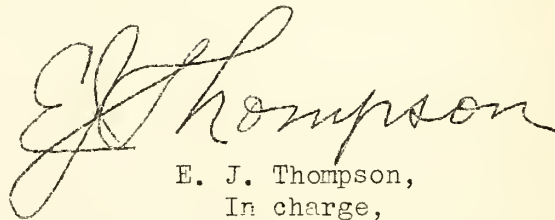


shipment. Freight charges on such a shipment average per chain only a fraction of the cost of sending a pair of chains by express. For your information in determining costs on bulk shipments by freight the following freight rates have been secured through the Traffic Manager's office of the department for a shipment of automobile tire chains in boxes, less than carload, from Washington, D. C., to the various field headquarters listed. These are net government rates after land grant deductions.

Freight rates 100 lb. shipment tire chains, Washington, D. C., to points  
named below

|                      |             |
|----------------------|-------------|
| Albuquerque, N. Mex. | \$2.41      |
| Billings, Mont.      | 2.36        |
| Boise, Idaho         | 3.56        |
| Cheyenne, Wyo.       | 1.73        |
| Denver, Colo.        | 1.64        |
| Mitchell, S. D.      | 1.13        |
| Oklahoma City, Okla. | 1.82        |
| Olympia, Wash.       | 1.92 (boat) |
| Phoenix, Ariz.       | 2.94        |
| Portland, Ore.       | 2.52 (rail) |
|                      | 1.55 (boat) |
| Reno, Nev.           | 3.44        |
| Sacramento, Calif.   | 2.55 (rail) |
|                      | 1.82 (boat) |
| Salt Lake City, Utah | 3.29        |
| San Antonio, Tex.    | 1.99 (rail) |
|                      | 1.53 (boat) |
| Valentine, Nebr.     | 1.66        |
| Winona, Minn.        | 1.27        |

If found practicable to stock chains for use on the several government-owned cars in the district or at field station orders should be placed accordingly.

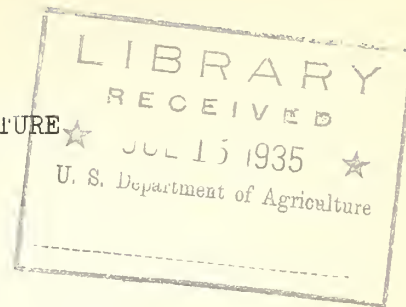


E. J. Thompson,  
In charge,  
Division of Administration.



Form Bi-1262  
Mar., 1933

UNITED STATES DEPARTMENT OF AGRICULTURE  
Bureau of Biological Survey  
Division of Land Acquisition



INDEX OF LINES SURVEYED

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County:

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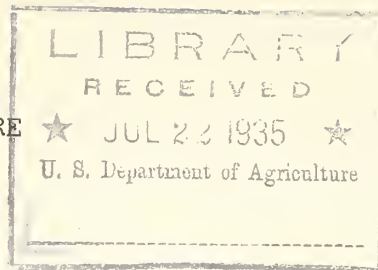
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UNITED STATES DEPARTMENT OF AGRICULTURE  
Bureau of Biological Survey  
Division of Land Acquisition



INDEX OF TRACT SURVEY

Refuge:

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| <u>Cor.</u> | <u>M.P.</u> | <u>Book</u> | <u>Page</u> | <u>Cor.</u> | <u>M.P.</u> | <u>Book</u> | <u>Page</u> | <u>Cor.</u> | <u>M.P.</u> | <u>Book</u> | <u>Page</u> |
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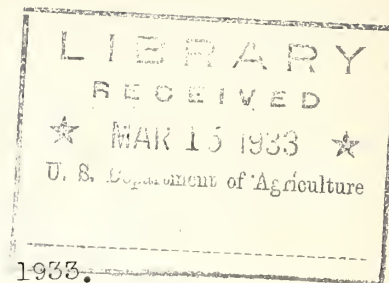
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1527  
Bi-1264

United States Department of Agriculture  
Bureau of Biological Survey  
Washington, D. C.



March 9, 1933.

Important instructions relative to field purchases.

Immediate attention is called to provisions of an Act approved March 3, 1933 (Title III of the Treasury-Post Office Appropriation Act) which reads so far as pertinent to this memorandum as follows:

"That when used in this title--

"(a) The term "United States," when used in a geographical sense, includes the United States and any place subject to the jurisdiction thereof:

"(b) The terms "public use," "public building," and "public work" shall mean use by, public building of, and public work of, the United States, the District of Columbia, Hawaii, Alaska, Puerto Rico, the Philippine Islands, American Samoa, the Canal Zone, and the Virgin Islands.

"SEC. 2. Notwithstanding any other provision of law, and unless the head of the department or independent establishment concerned shall determine it to be inconsistent with the public interest, or the cost to be unreasonable, only such unmanufactured articles, materials, and supplies as have been mined or produced in the United States, and only such manufactured articles, materials, and supplies as have been manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactured, as the case may be, in the United States, shall be acquired for public use. This section shall not apply with respect to articles, materials, or supplies for use outside the United States, or if articles, materials, or supplies of the class or kind to be used or the articles, materials, or supplies from which they are manufactured are not mined, produced, or manufactured, as the case may be, in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality.

"SEC. 4. This title shall take effect on the date of its enactment, but shall not apply to any contract entered into prior to such effective date."

Note particularly that the provisions of the law above quoted are, as regards open market purchases, effective March 3, 1933. It is expected that a P. B. A. Circular or other instructions relative to the application of the law in question will be issued by the Secretary's office of the department, but in the meantime a field employee of this bureau authorized to make purchases under his letter of authorization must make no open market purchase unless he knows, or can assure himself that the articles, materials, or supplies he proposes to buy were, if unmanufactured, produced or mined in the United States, or, if manufactured, that they were manufactured in the United States substantially all from articles, materials, or supplies mined, produced or manufactured in the United States. If employee cannot assure himself that the articles, materials or supplies he proposes to buy were produced, manufactured, etc., in the United States

as provided in the law above quoted, the purchase should not be made, but, if the need of the article, material, or supply is so pressing that its purchase cannot be deferred until Secretary's instructions on this subject are received, the case with all facts should be submitted (by telegram if essential) to this office for advice as to procedure.

Pending receipt of further instructions and unless in a specific instance the matter has been taken up with this office and employee has been otherwise advised, in the case of each open market purchase made in the field on or after March 3, 1933, covering 1034 voucher must be accompanied by a certificate in duplicate, signed by the employee who made the purchase, reading:

I certify that the attached voucher in favor of \_\_\_\_\_ for \$\_\_\_\_\_ covers the purchase of only such articles, materials and/or supplies, mined or produced in the United States or manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactured in the United States.

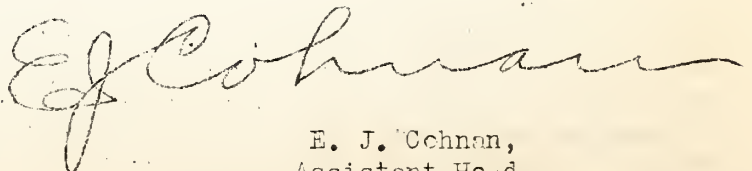
Note particularly that an open market purchase is "made" when the article, material or supply involved is delivered, not when order is placed. The above instructions apply, therefore, to every open market purchase where delivery is made on or after March 3, 1933, even though order was placed prior to that date.

By "open market purchase" as used in this memorandum is meant a purchase not amounting to more than \$50, where solicitation of bids is not required, or, where the amount of the purchase exceeds \$50, purchase without soliciting bids is justified by showing of exigency.

The law above quoted does not apply to a purchase made after solicitation of bids where the bid under which the purchase is made was accepted by the proper official of the Department before March 3, 1933. The same rule applies to all contracts (Coordinator's joint gasoline contracts, for example) executed prior to March 3, 1933.

If a field solicitation for bids on any articles, materials, or supplies is hereafter made the invitation must contain a paragraph as follows:

"Bidder hereby warrants that all unmanufactured articles, materials, and/or supplies offered herein have been mined or produced in the United States, and that all manufactured articles, materials, and/or supplies offered have been manufactured in the United States wholly from articles, materials; or supplies mined, produced, or manufactured, as the case may be, in the United States, except as stated below: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_"

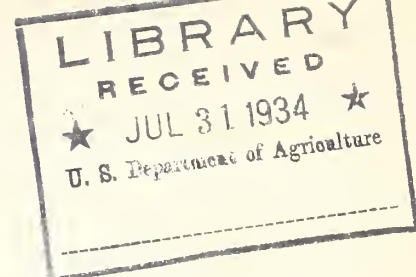


E. J. Cohnan,  
Assistant Head,  
Division of Administration.



Bi-1264 - a

UNITED STATES DEPARTMENT OF AGRICULTURE  
Bureau of Biological Survey  
Washington, D. C.



May 29, 1933.

Amendment to Bureau Memorandum  
Bi-1264 (Purchase of supplies, etc. of United States  
Production or/and Manufacture)

Reference is made to Bureau Memorandum Bi-1264. P.B.A. Circulars No. 232 and No. 233 on the subject of the purchase of articles, materials, and supplies produced or/and manufactured in the United States have just been issued. Because these circulars involve, for a large part, action which must necessarily be taken in Washington, they will not be circulated individually to the bureau field leaders and other supervisory employees. P.B.A. Circular 233 in its entirety and P.B.A. Circular 232 in part will, however, it is understood, appear in the near future in "The Official Record."

Based on the circulars in question, procedure hereafter in making open market field purchases under letters of authorization must be as follows:

The word supply will be used herein as short for "articles, materials and supplies," while the expressions "American production" will be used as short for "mined or produced in the United States," "manufactured in the United States," etc. (see Law quoted in Bureau Memorandum Bi-1264).

Certification of American Production by Vendor (Dealer)

Hereafter, when an open market purchase is made of a supply which the employee making the purchase knows or has been assured by the dealer is of American production, such dealer must sign a certificate reading "I certify the unmanufactured articles, materials, and supplies covered by this account were grown, mined or produced in the United States, and manufactured articles, materials and supplies were manufactured in the United States substantially all from articles, materials or supplies, mined, produced or manufactured in the United States." This certificate is in lieu of employee's certificate indicated in Bureau Memorandum Bi-1264 which is no longer required, and the memorandum in question is amended accordingly.

The dealer's certificate given above must be written, typed, or stamped on 1034 voucher covering the purchase involved or it may be written or typed on a separate slip of paper securely attached to such voucher in such a way as not to prevent the voucher from being readily examined. If dealer submits his own certified bill or invoice, to the certificate: I certify that the above bill is correct and just, and that payment therefor has not been received, may be added "I further certify the unmanufactured articles" and so on, quoting the certificate as to American production given above. Some of the bigger dealers doing considerable business with the Government, as for example, the oil companies, are placing their own certificates as to American production on their bills or invoices. These certificates are acceptable if substantially the same as the one set forth above.

Be sure to have certificate of American production written or stamped on or attached to both the original 1034 voucher and duplicate thereof (form 1034a) sent to the bureau (the certificate on or attached to the duplicate voucher need not of course be signed by the dealer).

It is suggested that the simplest way to handle this matter is not to expect dealers to provide certificates, but to have typewritten slips bearing certificate prepared, one of these slips to be attached to each 1034 voucher when it is handed or transmitted to the dealer, who should be instructed to sign such certificate as well as the certificate printed on the voucher that bill is correct and just, etc.; or a rubber stamp (rubber stamps must be obtained from the bureau, and not purchased locally in the field) bearing the certificate may be provided, each 1034 voucher delivered to dealers to bear an imprint of such stamp, placed in the lower left hand corner of the space just above payee's certificate reading "I certify that the above bill is correct and just, etc."

If the dealer from whom a purchase is made is in the habit of furnishing his own bill or invoice, certified correct and just, etc., which is attached by employee making the purchase to covering 1034 voucher, such employee should furnish the dealer when order for supply is placed, a slip on which certificate as to American production is typed, instructing dealer to sign the certificate and attach it to invoice or bill as submitted by him (if dealer has his own stamp certificate of American production he may use it in lieu of slip furnished by employee).

- The above instructions apply only to cases where the dealer knows the supply he is furnishing is of American production and is willing to certify to the fact on covering invoice or voucher. Most open market field purchases under letters of authorization will involve cases of this kind, and it is believed that in most instances employees will not experience any considerable difficulty in making purchase of supplies of American production or in obtaining the necessary certificate from dealers. The principle thing to remember is that before a needed supply is definitely ordered is the time to find out whether the dealer with whom it is proposed to place the order will furnish a supply of American production and sign a certificate to that effect. Don't wait until a supply has been ordered and delivered, and then try to find out if it is of American production and if the dealer will so certify.

If you are making an over-the-counter purchase, explain to the dealer that supply of American production is wanted and exhibit certificate which he will be required to sign. If he can furnish such supply and will sign the certificate, complete the purchase. If he cannot furnish supply of American production, or does not know the origin of the supply offered, or for any reason refuses to sign the certificate, proceed under the instructions given below which may be applicable to the case.

If you are ordering a supply by mail, instruct the dealer that unless he can furnish supply of American production and will sign certificate (a copy of which should be enclosed) not to fill order, but to return it, advising you of the facts. If in face of such instructions the order is filled it will be understood that the dealer guarantees the supply to be of American production and will sign certificate to that effect.

If any instance, attempt is made to purchase a supply from a dealer who does not know whether or not such supply is of American production, or who refuses to certify that it is of American production, effort, if practicable, should be made to purchase from some other dealer who does know that supply he offers is of American production and will so certify. If there is but one dealer from whom purchase can be made, and the supply is so urgently needed that its purchase cannot be postponed, procedure should, quoting from P.B.A. Circular 233, be as follows:

"The above procedure and certifications imply the capacity and willingness of the bidder or vender to certify as to the origin of the articles. In case a vendor who is the only available source of supply can not or will not certify as to the origin of articles which must of necessity be immediately procured in the open market, he should be asked to sign a statement to that effect on the voucher. The officer certifying the voucher should set forth in a certificate on the voucher the facts as to the emergency, the single source of supply, and, unless the vendor has himself so indicated on the voucher, the vendor's inability or unwillingness to indicate origin; and to this should be added, if the facts warrant, a statement that the certifying officer could not determine origin by any independent means."

In some cases, it may be discovered that a needed supply of either American or foreign production can be obtained, but the supply of American production costs more than the foreign produced supply of the same grade and quality. If the difference in price is slight, purchase of supply of American production should be made supported, of course, by dealer's certificate; if, however, the difference in price is more than slight, purchase should not be made, but a full statement of the facts in the case, giving the price on the American produced supply and on the foreign produced, should be transmitted to this office for determination under P.B.A. Circular 232 as to whether supply of American or foreign production should be purchased. In a case of this kind, if there is an actual emergency need for the supply, if the size of the purchase warrants such procedure, the facts may be telegraphed to the bureau for decision; if the purchase is a small one, supply of American production should be purchased.

Certificate of employee making purchase of supply of a kind not produced in United States.

Attention is called to last part of section 2 of Act quoted in Bureau Memorandum Bi-1264 reading: "This section shall not apply \* \* \* if articles, materials, or supplies of the class or kind to be used or the articles, materials, or supplies from which they are manufactured are not mined, produced, or manufactured, as the case may be, in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality." In some instances it will be found that supplies of American production cannot be purchased because such supplies are not produced at all, or are not produced in available commercial quantity or satisfactory quality, in the United States. There are many unmanufactured or so-called raw materials which are not grown or otherwise produced at least in commercial quantity or satisfactory quality in the United States. While it is not likely that any field employee of the



bureau will have occasion to make an open market purchase of raw material of this kind, should such purchase be required, the employee making the purchase will, after satisfying himself by such investigation as may be necessary that the raw material needed is not grown or otherwise produced in commercial quantity or satisfactory quality in the United States, make a certificate (see below) to that effect in support of covering voucher. There are, however, a number of manufactured articles, materials, etc., in common use which are made out of raw materials not grown or otherwise produced in the United States but which may have been manufactured either in the United States or in a foreign country. Rubber articles are good examples of this kind--the raw rubber not being produced in the United States, while the manufacturing process may or may not have been done in the United States. In a case of this kind preference should, of course, be given to the article, etc., manufactured in the United States from raw material not produced in the United States and certificate of employee making the purchase should be to that effect (see below).

Certificates to be made by employee making purchases of the kind above discussed are as follows:

If supply purchased consists of raw material not produced in the United States, or of manufactured article, etc., neither produced as to raw material nor manufactured in the United States in commercial quantity certificate of employee should read:

"I certify that corresponding articles, materials or supplies are not produced or manufactured in the United States in reasonably available commercial quantities."

If the supply produced or/and manufactured in the United States is not of satisfactory quality, employee's certificate should read:

"I certify that corresponding articles, materials, or supplies produced or manufactured in the United States are not of satisfactory quality."

If supply purchased consists of article, material, etc., manufactured in United States from raw material not produced in the United States, employee's certificate should read:

"I certify that articles, materials, or supplies were manufactured in the United States from raw materials, etc., not produced in the United States."

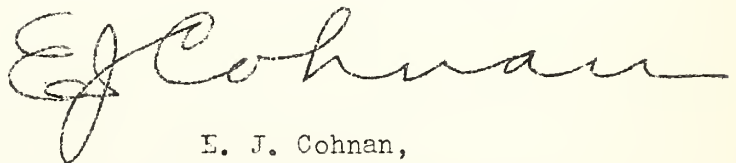
None of the above certificates should be made as a matter of course, but only after careful investigation has satisfied employee of the facts to which he certifies. Note particularly that certification by employee and not by dealer is required in case of purchase of supply not produced or/and manufactured in United States. If an account consists of one or more items as to which the dealer certifies and one or more as to which employee certifies, each item should be properly identified by asterisk\* and dagger † with the certificate which applies to it.

The above instructions apply to every purchase on behalf of the Government of articles, materials and supplies of every kind, no matter what the amount involved may be or whether payment is made in cash or on form 1034 voucher. If doubt arises as to how to handle any proposed purchase, or if the case does not seem to be covered by any of these instructions, submit it, with a statement of the facts, to this office for advice as to procedure.

This is a highly important memorandum-to disregard or overlook its instructions may result in the employee making a purchase on behalf of the bureau becoming personally responsible for it. It is appreciated that a number of more or less complicated memorandums have been issued in the past several months, and that the field men may have difficulty in keeping track of and complying with instructions contained in them. However, no memorandum is written unless it is really necessary to inform field employees of requirements with which they must comply, and effort is made to simplify instructions and make them as explicit as the subject of the memorandum involved permits. It is suggested that each memorandum, when it is first received, be carefully read and that the subjects dealt with be noted, so that it can be referred to from time to time as occasion to apply it occurs.

Note as regards invitation of bids.

The provision quoted in the last paragraph of Bureau Memorandum Bi-1264 must be inserted in every field solicitation of bids for any kind of supply. Attention is called to the fact that this provision provides space for indicating the respects in which the supply offered by the bidder is not of American production--if there are any exceptions shown in bid, it is for the official of the department considering the bid for acceptance to decide whether in view of such exceptions the supply can still be regarded as substantially of American production. An employee who by his letter is authorized in certain cases to solicit bids and accept the most advantageous, should in the case of a low bid which offers a supply of American production with indicated exceptions carefully consider whether these exceptions are of such extent and importance as to prevent the supply from being regarded as substantially of American production.



E. J. Cohnan,  
Assistant Head,  
Division of Administration.





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Bi-1265

UNITED STATES DEPARTMENT OF AGRICULTURE  
Bureau of Biological Survey  
Washington, D. C.

March 10, 1933.

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★ MAR 23 1933 ★  
U. S. Department of Agriculture

GENERAL MEMORANDUM

Sick leave regulations issued by the President  
on February 9, 1933

There was contained in the "Economy Act" of June 30, 1932, a provision authorizing the President to promulgate uniform sick leave regulations to be administered by the Government departments and independent establishments. In accordance therewith, Executive Order No. 6021 was issued by the President on February 9, 1933, prescribing new sick leave regulations effective that date. These are embodied in Secretary's Memorandum No. 633, dated March 2, 1933, copies of which are sent herewith to field leaders. Field leaders should see that all employees under their supervision are advised of the new regulations.

The regulations prescribed by the President do not change the sick leave regulations of the Department heretofore in effect in Washington and in the field except as noted in the numbered paragraphs below. The amount of sick leave that may be granted Bureau employees in any leave year (calendar year for Department of Agriculture employees) remains the same (30 days in Washington and Alaska and 15 days in the field generally); sick leave is not cumulative from one leave year to another; Saturday is counted as a whole day in sick leave; physician's certificate for illness extending longer than two days is required except that "in remote localities where such certificate can not reasonably be obtained the applicant's signed statement as to the sickness and the reasons why a certificate is not furnished may be accepted"; sick leave allowable on personal certificate may not exceed a total of more than 12 days in any one leave year. These are some of the present regulations that remain unchanged, and they are mentioned because questions have been asked as to whether they continue in effect.

Changes:

1. The minimum charge for sick leave shall be one-half day instead of one day as formerly.

2. For periods of two days or less the applicant's signed statement on the reverse side of the leave blank may be accepted. This means that it is not necessary in the future to acknowledge the application for such periods of sick leave before a Notary Public or other official authorized to take the acknowledgment.

Supplies in every office, both in Washington and in the field, of applications for leave should therefore be changed by deleting the two lines on the reverse side of the form reading, "Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 193 ,

Notary Public"

*E. J. Thompson*  
In charge,  
Division of Administration.





Bi-1266  
Sept'33

United States Department of Agriculture  
Bureau of Biological Survey

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U. S. Department of Agriculture

HOW GAME AND FUR FARMERS CAN USE BIOLOGICAL SURVEY'S  
AID IN COMBATING WILD-LIFE DISEASES

By J. E. Shillinger, In Charge, Disease Investigations  
Bureau of Biological Survey

Many who are engaged in special lines of farming have ready-reference lists of places or persons to whom to appeal when confronted by unusual problems. It is the purpose of this article to provide such a list for those engaged in fur farming and game farming--production activities that have come into increasing prominence during the past decade.

Wild animals and birds on restricted and densely populated areas become easy prey to a number of nutritional, parasitic, and infectious diseases. The ravages of these diseases are multiplied and become of increased economic importance in the abnormal environment of captivity. To help game and fur farmers meet these problems, a wild-life disease-investigations project has been established in the Biological Survey. This unit does not carry out alone the various forms of research, but through its cooperation with several interested organizations, it investigates as far as possible the conditions that may, and often do, cause extensive losses on game and fur farms.

In conducting this work the Biological Survey has stationed throughout the country various employees and associated workers to whom specimens of diseased wild animals may be taken or sent for examination and diagnosis. At the extreme ends of the country are:

Dr. F. D. McKenney, U. S. Rabbit Experiment Station, Fontana, Calif.  
Dr. L. C. Morley, 1207 State Office Building, Richmond, Va.

At the University of Minnesota the cooperative work of the Biological Survey and the well-equipped organization of the University's Department of Bacteriology is in charge of--

Dr. R. G. Green, 223 Millard Hall, University of Minnesota, Minneapolis, Minn.

Collaborators of the Biological Survey at State institutions include:

Dr. H. J. Stafseth, Department of Bacteriology, Michigan State College, East Lansing, Mich.

Dr. E. J. Frick, Veterinary Department, Kansas State Agricultural College, Manhattan, Kans.

Though each of these workers is engaged in specialized studies, all forms of pathological material and parasites from wild subjects or entire carcasses may be sent to any of them; ample facilities are available at all the places named either for making complete diagnoses or for forwarding when necessary to more specialized workers. Other cooperators of the Biological Survey are engaged in highly specialized studies of a limited group of diseases and add greatly to the general progress of the research on wild-life losses.

Specimens for study should be delivered fresh whenever possible; this can be done where the producer is near the laboratory. Specimens to be shipped long distances may be preserved in alcohol or glycerin. The glycerin may be diluted with equal parts of water. Dry powdered borax, or a 5 per cent solution of formalin, is also a satisfactory preservative. Postal regulations do not permit sending formalin through the mails, but specimens may be kept in this material for a few hours and then removed, wrapped in cloths dampened with the fluid, and sent as a dry pack in a tight container.

The body cavity of every specimen to be shipped should be opened in such manner as to allow action by the preservative on all organs and tissues. When borax is used, liberal quantities must come in contact with the internal organs as well as the skin. If an infectious disease is suspected and it seems desirable to isolate and identify the organism, glycerin or borax should be used, as organisms frequently remain alive for a considerable period in tissues stored in these substances. For the simple preservation of pathological specimens, alcohol or formalin is preferable, and for shipping long distances the formalin pack is the more satisfactory. Sick subjects may also be sent for study and diagnosis, using shipping crates appropriate for the purpose.

A letter should accompany each shipment giving, among other pertinent facts, a history of the case and describing symptoms observed, the course of the disease, the age of affected subjects, and the number affected. Diagnosis is always an intricate procedure, and the difficulties are increased in dead specimens, when the symptoms can not be studied. Hence, it is especially important that the sender furnish as much detailed information as possible.

Carrying charges on specimens shipped to the laboratories should be prepaid in all cases.